

(CLASSIFICATION)

63-5407

OFFICE OF THE DIRECTOR

Action Memorandum No. A-265Date 5 July 1963

TO : Deputy Director (Plans) General Counsel
 Deputy Director (Support) Inspector General
 Deputy Director (Intelligence) Comptroller
 Deputy Director (Research)

SUBJECT : Correspondence Addressed to the Office of the Director

REFERENCE:

1. This memorandum is a gentle reminder of previous oral and written instructions concerning the lead paragraph of a memorandum to the DCI, DDCI or Executive Director.

2. Probably due to the passage of time, change of Directors, etc., the O/DCI continues to receive memoranda in which the lead paragraph does not clearly indicate whether the document requests action or is for information or background use only.

3. Addressees are requested to take whatever steps necessary to insure that all memoranda submitted to the DCI, DDCI or Executive Director open with a sentence similar to one of the three below.

a. "This memorandum is for information only; particular reference is made to paragraphs _____."

b. "This memorandum suggests action on the part of the DCI, DDCI or Executive Director; this action is contained in paragraph _____."

c. "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph _____."

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SUSPENSE DATE:

LBK:drm

Distribution: Addressees noted above

1-DCI; 1-DDCI; 1-EP; 1-Ex-Dir

(Signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director